

Banner: Inactivating a Course SOP

***GUAQFLW is the screen to search for quickflows**

***CATD- This is the quickflow to inactivate a course in banner**

SCACRSE:

Use the Basic Course Information Page to enter or display the basic course catalog information.

The screenshot shows the Banner SCACRSE Basic Course Information page. The top navigation bar includes 'eLUCIAN', 'Basic Course Information SCACRSE 9.3.23 (pccp_db)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, there are search fields for 'Subject', 'Course', 'Term', and 'Course Title', with a 'Go' button. A message states: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The main section is titled 'COURSE DETAILS' and contains various fields for course information. The 'From Term' is set to '202220' and 'To Term' is '999999'. The 'Course Title' is 'Survey of Accounting'. Other fields include 'College' (BF), 'Division' (PBUS), 'Department' (ACC), and 'Status' (A). There are checkboxes for 'Continuing Education', 'Tuition Waiver', 'Additional Fees', 'Prerequisite Check Method', and 'Syllabus Exists'. A table for 'Hours' is shown with columns for 'Low', 'None/Or/To', and 'High'. The 'Repeat Details' section includes 'Limit', 'Maximum Hours', and 'Repeat Status'.

SCABASE:

Go to SCABASE and specify the subject, course, and term for which you want to enter or display basic course information. Hit GO. End the course in the term you are inactivating the course. Hit Save.

The screenshot shows the Banner SCABASE Course Base Maintenance page. The top navigation bar includes 'eLUCIAN', 'Course Base Maintenance SCABASE 9.3.5 (pccp_db)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, there are search fields for 'Subject', 'Course', 'Term', and 'Course Title', with a 'Start Over' button. The main section is titled 'COURSE BASE MAINTENANCE' and contains a table with columns for 'Start Term' and 'End Term'. The 'Start Term' is set to '202010' and the 'End Term' is set to '202520'.

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